



## WATER METER TECHNICIAN I

Job Code: 4024  
EEO Class Code: Skilled Craft  
Union Status: AFSCME  
FLSA Code: Non-Exempt  
Salary Grade: o205

### NATURE OF WORK

This is routine clerical and manual work in recording water meter readings and minor maintenance of water meters in the City's Public Works Department.

### ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Reads and inputs, on a hand-held computer, the readings of water meters on assigned routes
- Inputs meter data in main frame computer, updating readings, inventory of meters, exchanges, and information
- Performs minor field maintenance on water meters, such as general cleaning of meter boxes and replacement of broken boxes
- Performs routine investigations when necessary to report possible leaks
- Delivers delinquent water bill notices
- Logs in daily work, fills out service request forms, patch order forms, construction reports, and other relevant paper work
- Tests new meters in workshop prior to installation; tests and records information on old meters for future reference relative to customer complaints and investigations
- Works with more experienced meter technicians to assist in work and receive training
- Performs related work as required

### KNOWLEDGE, SKILLS AND ABILITIES

- Ability to perform simple arithmetic computations and to maintain accurate records
- Ability to learn simple mechanical procedures
- Ability to understand and carry out simple oral and written instructions
- Ability to establish and maintain effective working relations with other employees and the public

### MINIMUM REQUIREMENTS

- Six (6) months full-time experience in reading water, gas, or electrical meters
- Ability to lift heavy objects up to approximately 80 pounds
- Driver's license

### PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, computer terminal, calculator, copier, and fax machine
- Continuous walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, sitting, standing, pushing, and pulling
- Ability to lift heavy objects, up to approximately 80 pounds

## SUPERVISION RECEIVED

- Specific assignments are received and work is subject to daily review

## SUPERVISION EXERCISED

- None